

# Frequently Asked Questions

**Q: Where does the money go for this program?**

A: Registration fees go into a landlord registration fund that will be allocated to help cover the cost of the program. Civil penalty monies received will be allocated for the replacement of curbs and/or sidewalks.

**Q: What happens if I provide false information?**

A: A civil penalty of \$500 will be assessed for the first offense. Any subsequent offense will be referred to the St. Joseph County Prosecutor's Office.

**Q: What is a civil penalty?**

A: A civil penalty is a financial penalty imposed by a government agency to enforce regulations. Once assessed, a civil penalty is a lien placed on your property tax bill.

**Q: How will I know I am in violation and subject to a civil penalty?**

A: A notice of violation will be issued to the owner or landlord or designee (as registered online) by first class mail and/or certified mail. After 30 days from the receipt of notice have passed and the owner/landlord has failed to cure the violation(s), the appropriate civil penalties will be assessed. You will see the civil penalty assessed on your tax bill.

**Q: Is the public able to see who has registered and their information?**

A: No. However, a public records request would require we release the information.

**Q: Can I use a P.O. Box as an address?**

A: No, you must provide an actual personal or business physical property address. You can provide the P.O. Box as an additional/supplemental address.

# Why It Matters

## Environmental Facts

An average of over 70% of all environmental violations in the city exist on properties that are non-owner occupied.

## Vacant & Abandoned Facts

Of all properties identified as vacant and abandoned (V&A), 81% of those properties were owned by someone living outside of South Bend.

91% of the V&A properties that warranted demolition (due to such an advanced state of disrepair) were also owned by someone living outside of South Bend.

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## Contact Us!

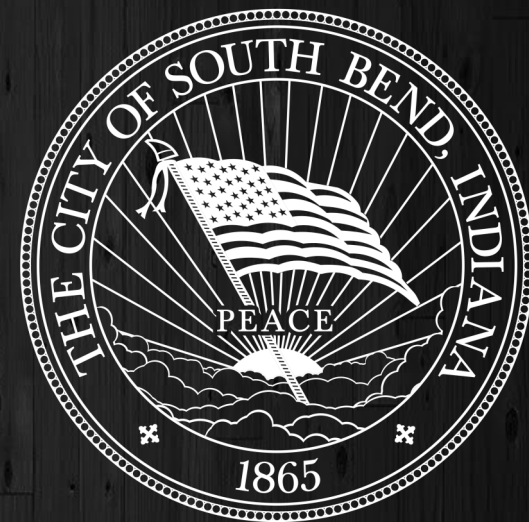
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Website: <https://southbendin.gov/departments/code-enforcement>

# Landlord Registration



Code Enforcement  
City of South Bend

# Overview

Everyone who owns a property in the City of South Bend, that is not personally occupied by the owner, must register the property.

Only properties within the City of South Bend need to be registered (i.e. properties in the county or other cities do not need to be registered).

The cost to register is only \$5 for ALL properties you own. However, if you fail to list all properties and need to add more at a later date, you may be subject to an additional \$5 fee(s).

Registration is due every year before September 30th.

Each registration is valid for one year.

Registration is available online at: <https://aca3.accela.com/southbendin/>

Up to four (4) properties (per owner) may be registered on paper with our office.

## Frequently Asked Questions

**Q: What information is needed?**

A: Please see Article 10, Sec. 6-42 for detailed information. Online version (copy and paste): [https://www.municode.com/library/in/south\\_bend/codes/code\\_of\\_ordinances?nodeId=SUHITA\\_CH6BU\\_ART10LAREPR](https://www.municode.com/library/in/south_bend/codes/code_of_ordinances?nodeId=SUHITA_CH6BU_ART10LAREPR)

**Q: What is the cost to register?**

A: The cost is \$5 to register all properties. However, all properties must be registered at the same time for the fee to only be \$5. If you register additional properties at a later date, you will be charged \$5 for each additional registration occurrence. Registration is not complete until your \$5 payment has been posted (so add all properties before you pay). An incomplete registration that is submitted will result in a penalty of \$100.

**Q: How long is a registration valid?**

A: The registration is valid for one year. Each property will need to be registered every year before September 30th. Failure to renew the registration is subject to a penalty of \$300.

**Q: What if I sell the property?**

A: The new owner/landlord must register the property with Code Enforcement within thirty (30) days of the transfer of ownership. The transfer of ownership date will be the date the property transferred. Previous owner/landlord is not entitled to a refund. Failure to update registration is subject to a penalty of \$300.

**Q: What if I need to update my contact information?**

A: Owner/landlord must notify the Department of Code Enforcement **in writing** within thirty (30) days of any changes to contact information for properties already registered so the office may update your information. Failure to update registration is subject to a penalty of \$300.

## Frequently Asked Questions

**Q: How do I add more properties to my registration?**

A: You will have to sign into your online account to add additional properties. You are able to add multiple properties at once. You will have to pay the \$5 fee again (fee incurred for each registration occurrence). It is best to compile a complete list the first time you go to register to avoid paying additional registration fees.

**Q: Do I have to register a property if it's a duplex or multi-unit and I (the owner) occupy one of the units?**

A: Yes, you still have to register.

**Q: What if I don't have a computer or smartphone or internet access?**

A: Libraries provide use of a computer free to the public. If you need internet access, there are many businesses that provide free wireless service. Downtown South Bend also provides free wireless for the whole downtown area. Our office also has a paper form you may use to register up to 4 properties per owner.

**Q: How is my online payment information secured?**

A: All payments are processed through PayPal.

**Q: Can I pay with cash or check?**

A: Yes, you may pay by cash in person with a completed registration (via paper form or online). You may also pay by check in person or by mail with a completed registration form (via paper form or online).

**Q: Will my information be stored for next year?**

A: Yes, you will only have to type in new information.

**Q: I don't have an e-mail address. How do I register?**

A: You will need to create an e-mail address. There are many free e-mail programs online to quickly and easily create one.

**Q: What happens if I don't register?**

A: Failure to register will result in a \$300 civil penalty for each rental unit or rental unit community in violation.